

VOUCHER SUBMISSION CHECKLIST

**A QUICK CHECK OF THE FOLLOWING ITEMS WILL HELP
FACILITATE TIMELY PROCESSING OF YOUR VOUCHER.
THANK YOU FOR YOUR SERVICE TO THE COURT.**

<http://www.ce5.uscourts.gov/cja>

Appeal Work:

- ☐ VOUCHER FORM
- ☐ FEE WORKSHEETS (separated by rate)
- ☐ EXPENSE WORKSHEETS (if applicable)
- ☐ LAW STUDENT/LEGAL ASSISTANT/PARALEGAL WORKSHEETS (if applicable- write total amount requested on expense worksheet)
- ☐ TRAVEL WORKSHEETS (if applicable)
- ☐ **CJA 27 (if fees exceed limit)**
- ☐ ATTORNEY TAX ID FORM (submit with your first voucher of the calendar year, and submit a revised tax id form if your contact information changes during the year)
- ☐ **Certification form- this must be included in order for your voucher to be paid.**

Writ of Certiorari (in addition to your voucher and any applicable forms above):

- ☐ **COPY OF THE PETITION FOR CERTIORARI** (does not need to be a file-stamped copy)

Receipts to Include:

- ☐ ANY SINGLE ITEM OVER \$50
- ☐ OUTSIDE COPY SERVICES (any amount)
- ☐ TRAVEL EXPENSES (any amount)

Voucher Form- Did You:

- ☐ Fill out the hours claimed column and total the hours and amounts?
(If you have varying rates, simply total all hours and write "various" in the rate-per-hour line. Remember to separate the fee worksheets by rate so we can calculate your time accurately).

Fill in the dates of service in box 18? Please use the format mm/dd/yy.

Mark the claim status of the voucher in box 21? (CJA 20s are not eligible for interim payments)

Sign and date the voucher in box 21?

Revised 6/26/12

**For assistance with CJA vouchers,
please contact CJA Analyst at cja_request@ca5.uscourts.gov**

You may submit your CJA voucher for payment via facsimile transmission to (504) 310-7583, via email to cja_request@ca5.uscourts.gov, or to the following mailing address:

Attn: CJA Analyst
Appellate Conference Attorneys' Office
US Court of Appeals for the Fifth Circuit
600 Camp Street, Room 229
New Orleans, LA 70130

**PLEASE DO NOT SUBMIT MULTIPLE COPIES
OF VOUCHER MATERIALS.**

GENERAL

Philosophy of the Act: The bar of the nation owes a responsibility to represent persons financially unable to retain counsel. The compensation provided is not intended to equate to private counsel fees. The hourly rates of compensation fixed by the Criminal Justice Act are designated and intended to be the maximum rates and should be so treated.

All claims for compensation and reimbursement of expenses for representation on appeal shall be itemized in detail and filed with the Appellate Conference Attorneys' Office on officially approved forms provided by this office. Such claims should be filed as promptly as possible.

If an appointed attorney elects not to file a claim, the CJA voucher should be returned to the Appellate Conference Attorneys' Office with correspondence stating that no claim will be filed.

ALL PAYMENTS MADE PURSUANT TO THIS CLAIM ARE SUBJECT TO POST-AUDIT. CONTEMPORANEOUS TIME AND ATTENDANCE RECORDS AS WELL AS EXPENSE RECORDS MUST BE MAINTAINED FOR THREE YEARS AFTER APPROVAL OF THE FINAL VOUCHER. ANY OVERPAYMENTS ARE SUBJECT TO COLLECTION, INCLUDING DEDUCTION OF AMOUNTS DUE FROM FUTURE VOUCHERS.

COMPENSATION

APPLICABLE HOURLY RATES

Date of Service	In Court Hourly Rates	Out of Court Hourly Rates
Criminal Appeals (CJA 20)	\$125	\$125
January 1, 2010 to present	\$110	\$110
March 11, 2009 to 12/31/09	\$100	\$100
Jan 1, 2008 to March 10, 2009	\$94	\$94
May 20 2007 to Dec. 31, 2007	\$92	\$92
Jan 1, 2006 to May 19, 2007	\$90	\$90
May 1, 2002 to Dec 31, 2005	\$75	\$55
Apr 1, 2001 to Apr 30, 2002	\$70	\$50
Jan 1, 2000 to Mar 31, 2001	\$65	\$45
Jan 1, 1996 to Dec 31, 1999	\$60	\$40
Oct 12 1994 to Dec. 31, 1995	\$30	\$20
Before October 12, 1994		
Death Penalty Appeals (CJA 30)	\$178	\$178
January 1, 2010 to present	\$175	\$175
March 11, 2009 to present	\$170	\$170
Jan 01, 2008 to March 10, 2009	\$166	\$166
May 20 2007 to Dec 31, 2007	\$163	\$163
Jan 1, 2006 to May 19, 2007	\$160	\$160
Feb 1, 2005 to Dec 31, 2005	\$125	\$125
Before Feb 1, 2005		

IN COURT TIME

In-court time should be limited to time actually spent participating in oral argument on the case for which the CJA attorney is appointed.

MAXIMUM COMPENSATION LIMITS

Payments for representation on appeal in excess of the limitations may be made for extended or complex representation whenever the Court of Appeals certifies that the amount of such excess payment is necessary to provide fair compensation, and such excess payment is approved by a Fifth Circuit judge.

NON-DEATH PENALTY APPEALS

Pub. L. No. 110-406 amended the CJA to raise the case compensation maximums applicable to appointed panel attorneys in non-capital representations "simultaneously" with aggregate percentage increases in the maximum non-capital hourly compensation rate.

Please refer to the chart below:

NOTE: ALL LIMITS REFER TO FEES ONLY AND DO NOT INCLUDE EXPENSES.

DATE OF LAST FEE WORKSHEET ENTRY	CASE MAX
January 1, 2010 to present	\$6900
March 11, 2009 to December 31, 2009	\$6100
October 13, 2008 to March 10, 2009	\$5600
Before October 13, 2008	\$5000

DEATH PENALTY APPEALS

In Federal capital prosecutions, any request for compensation in excess of a total of \$50,000, and any request for compensation in excess of \$15,000 in § 2254 and § 2255 cases, including any interim payments for representations of any one defendant, is presumptively excessive.

WRIT OF CERTIORARI

Fees and expenses for preparation of a Petition for Writ of Certiorari to the Supreme Court of the United States are reimbursable by the 5th Circuit. Attorneys can be reimbursed on the original voucher issued by this court if all cert work has been completed at the time of submission. If a voucher has already been submitted and paid for prior work on a case, an additional voucher can be completed and marked as supplemental in the "claim status" section of the voucher. Amounts claimed for a Petition for Writ of Certiorari are included in the maximum compensation limits; therefore, if the additional fees requested plus any prior amounts paid cause the total amount to exceed the case maximum, a CJA 27 should be included. **A copy of the Petition for Certiorari must accompany the voucher.** Please use the fees and expense worksheet designated for the preparation of the Petition for Writ of Certiorari.

EXCEEDING THE CASE MAXIMUM

Any attorney's request for payment that is presumptively excessive, because of the hourly rate, the total amount requested or both, must be justified by the requesting attorney in a written submission filed with the voucher.

If the in-court and out-of-court fees incurred exceed the statutory case maximum, it is necessary to submit one of the two documents listed below with your voucher:

1. The CJA 27 Supplemental Information Statement for Compensation in Excess of the Statutory Case Compensation Maximum form justifying the amount claimed,

OR

2. A letter of acceptance of the maximum compensation rate stating that all fees over the statutory maximum are waived. Once fees are waived, no further fee submissions will be considered.

COMPENSATION AND EXPENSE OF ASSOCIATE ATTORNEYS

A separate Fees Worksheet for each person claiming fees must be submitted with the CJA voucher. An appointed counsel may claim compensation for services furnished by a partner or associate within the maximum compensation allowed by the Act. However, the court expects court appointed counsel to have taken the lead in the preparation of the brief and to present oral argument, if argument is allowed.

Claims by associate counsel for in-court services and travel expenses cannot be allowed unless such partner or associate is appointed under the Criminal Justice Act on advance motion and approved by the court.

COMPENSATION FOR SUBSTITUTED ATTORNEYS

If an attorney is substituted for an attorney previously appointed in the same case, the total compensation that may be paid to both attorneys shall not exceed the statutory maximum for one defendant, unless the case involves extended or complex representation.

TRAVEL

Please contact (504) 310-7763 for travel authorization.

ORAL ARGUMENT

Time & expenses for oral argument and/or a visit to the client are reimbursable and must be pre-authorized by the senior appellate conference attorney.

CLIENT VISITS

All visits to the client must be requested in writing (e-mail is fine) and pre-approved by the Senior Appellate Conference Attorney. Travel arrangements should be made through National Travel, by calling **1-800-445-0668**. Travel must be by method of transportation which will result in the greatest advantage to the Government, cost and fees considered and claimed on an actual expense basis.

TRAVEL TIME

Compensation shall be approved for time spent in necessary and reasonable travel. Allowable time for travel includes only those hours actually spent in or awaiting transit. Accordingly, if a trip necessarily and reasonably requires overnight lodging, compensable travel time to the destination from the attorney's office would terminate upon arrival and check-in at the hotel or other place of accommodation plus travel time returning directly to the attorney's office from said destination. Compensation for travel time should be at a rate not to exceed the rate provided by the Act for "time reasonably expended out of court." Whenever a traveler uses a private automobile in lieu of a commercial airline for official purposes as a matter of personal preference, the court shall determine whether the travel time should be apportioned. The court will compensate the appointed attorney for that portion of the travel time reasonably attributable to the performance of the attorney's duties under the Act.

TRAVEL EXPENSES

Travel-related expenses that are incidental to the representation (e.g., transportation, lodging, meals, parking, and mileage) must be itemized on the Travel Expense Worksheet and will be reimbursed on an actual expense basis. Counsel should be guided by the prevailing limitations for travel and subsistence expenses of federal employees. Travel expenses for oral argument purposes will be limited to a total of one and one-half days. Receipts are required when the voucher is submitted for payment. Any special travel expenses other than for travel and maintenance to and from the place of hearing should not be incurred by any attorney or other representative appointed under this Plan without a prior ex parte application to and approval by the Court.

LOCAL TRANSPORTATION

All local travel will be accomplished by the most economical means possible, and claimed on an actual expense basis. Transportation to and from an airport should be by use of the airport shuttle, if available.

COMMERCIAL AIRFARE

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, attorneys are authorized to obtain government travel for providing representation under the Criminal Justice Act. Whenever a traveler uses a commercial airline for official purposes as a matter of personal preference, payment for such travel shall be limited to the Government rate available through National Travel - airfare in "first class" is prohibited.

TAXI CAB FARE

This court pays a maximum rate of \$62 for cab fare in New Orleans for oral argument.

AUTOMOBILE TRANSPORTATION

If travel is by automobile the total mileage cost shall not exceed the fare authorized by Omega Travel for tourist-jet accommodation, except in an emergency, or for other unusual circumstances. Travel reimbursement by privately owned automobile shall not exceed the current government authorized rate for official travel per mile on a straight mileage basis, plus parking fees, ferry, bridge, road and tunnel fares.

MILEAGE RATES

Date of Service	Rate
4/17/12 - present	55.5¢
1/1/11 - 4/16/12	51.0¢
1/1/10 – 12/31/2010	50.0¢
1/1/09 – 12/31/09	55.0¢
7/1/8 – 12/31/08	58.5¢
1/1/08 – 6/30/08	50.5¢
2/1/07 – 12/31/07	48.5¢
1/1/06 - 1/31/07	44.5¢
9/1/05 - 12/31/05	48.5¢
2/4/05 - 8/31/05	40.5¢
1/1/04 - 2/3/05	37.5¢
1/1/03 - 12/31/03	36.0¢
1/21/02 -12/31/02	36.5¢
1/22/01 - 1/20/02	34.5¢
1/14/00 - 1/21/01	32.5¢
4/1/99 - 1/13/00	31.0¢
9/8/98 - 3/31/99	32.5¢
1/1/96 - 9/7/98	31.0¢
7/1/91 - 12/31/95	5.0¢
9/17/89 - 6/30/91	4.0¢
Before 9/16/89	.225¢

EXPENSES

INVESTIGATIVE, EXPERT, AND OTHER SERVICES

Appointed counsel may obtain investigative, expert, and other services necessary for adequate representation in accordance with the procedures set forth in subsection (e) of the Criminal Justice Act (CJA), 18 U.S.C. §3006A. Prior authorization from the presiding judicial officer is required for all such services where the cost, excluding expenses, will exceed \$500. Failure to obtain prior authorization will result in the disallowance of any amount claimed for compensation in excess of \$500, unless the presiding judicial officer, in the interest of justice, finds that timely procurement of necessary services could not await prior authorization. Payment for these services should be claimed directly by the service provider on a CJA Form 21 for non-death penalty appeals or on a CJA Form 31 for death penalty appeals, "Authorization and Voucher for Expert and Other Services."

OFFICE EXPENSES

The statutory fee is intended to include compensation for general office overhead. General office overhead includes office expenses that would normally be reflected in the fee charged to the client, such as regular office supplies, overtime, secretarial services, rent, and local telephone services. Therefore, except in extraordinary circumstances, personnel costs, rent, telephone service, and secretarial help (whether regularly or specially employed and even if counsel has no regularly employed secretary) are not reimbursable.

PHOTOCOPYING

Outside Copy Service

Actual costs not to exceed 25¢ per page will be paid. **All outside copying expenses must be accompanied by a receipt.**

In-House Copies

Actual costs not to exceed 15¢ per page will be paid. The costs of other forms of reproduction will not be reimbursable.

POSTAGE

This must be accomplished by the most economical means possible and claimed on an actual expense basis. **Receipts are required for all claims over \$50.**

COURIER SERVICE

Non-Death Penalty Appeals

Routine documents ordinarily should be prepared in time to permit use of the least expensive services available. **The court will not reimburse for overnight mail/courier services in non-death penalty cases, except as follows:**

Arranging To Pay For Shipping The Record On Appeal: Effective November 1, 2004, 5th Cir. R. 30.1 allows the clerk to "require the party receiving" the record on appeal to "pay reasonable shipping costs as a condition of receiving the record." See www.ca5.uscourts.gov.

Death Penalty Appeals

The court will pay for express mail in Death Penalty cases, provided a copy of the receipt is attached when the voucher is submitted for payment.

LONG DISTANCE CHARGES

This must be accomplished by the most economical means possible and claimed on an actual expense basis. Receipts are required for all claims over \$50.

LEGAL RESEARCH

This must be accomplished by the most economical means possible and claimed on an actual expense basis. Receipts are required for all claims over \$50.

LAW STUDENTS, LEGAL ASSISTANTS, & PARALEGALS

Work performed by a law student, legal assistant, and/or paralegal must be detailed on the Law Student/Legal Assistant/Paralegal worksheets. A separate worksheet is required for each person claiming expenses. The total amount should be included on the Other Expenses worksheets in the appropriate column.

Without prior approval, attorneys will be reimbursed a maximum \$25 per hour up to \$500 for Law Student/Legal Assistant/Paralegal expenses. Expenses exceeding \$500 must be

pre-approved by the Senior Appellate Conference Attorney. Attorneys' written request to exceed the maximum should be submitted **via facsimile transmission to CJA Analyst at (504) 310-7583.**

FILING FEES

Parties represented in cases covered by the Act are not required to pay filing fees or print their briefs on appeal.

TAX FORMS

A tax identification form must be on file for every attorney seeking compensation under the Criminal Justice Act. Please submit a tax ID form with your first voucher. You **must** submit a new form if your tax or contact information changes. This will ensure that checks and correspondence are sent to the correct address. Tax forms are available on the forms page of the CJA website.